

**Glyndon City Council**

**08/08/2018**

7:00 a.m. Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; Police Chief Mike Cline, City Attorney Ken Norman, Fire Chief Bob Cuchna, City Clerk Wendy Affield, Administrative Assistant Susan Dayley, Maintenance Staff Terry Cummings and Devin Lee, City Engineers Kris Carlson and Alex Ranz.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda**
  - a. Minutes – 7/25/18 Glyndon Days Meeting Discussion Session #4
  - b. Minutes – 7/25/18 Council Meeting
  - c. Approve Resolution of Payments – A motion was made by Dave Owings to approve the Consent Agenda, seconded by Justin Schreiber. All in favor.  
Motion Carried.

4. **Additions to Agenda**
  - None

5. **Motion to Approve Agenda**

A motion to approve the 8/8/2018 Agenda was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

6. **New Business**
  - a. **Accept Temporary Use Agreement Between the City of Glyndon and F-M Ambulance Service, Inc. - Fire Chief Bob Cuchna** – Chief Cuchna reported because of increased ambulance calls in Clay County, F-M Ambulance Service, Inc. is requesting a temporary post for an ambulance crew in Glyndon until it is determined if it is deemed beneficial. Chief Cuchna stated the ambulance would be staffed with two employees and stationed by the Glyndon Fire Hall. Mayor Johnson asked if grants were available for F-M Ambulance or the Glyndon Fire Hall to accommodate an ambulance station. Chief Cline stated the ambulance staged in Glyndon will be observed for several months before deciding on a permanent move. Discussion among Council in regards to where a permanent location might be located, Chief Cuchna stated he prefers to have the ambulance service staged at the Glyndon Fire Hall. Olson inquired what costs the City would endure having F-M Ambulance stationed in Glyndon. Chief Cuchna explained the expenses to the City would be minimal, consisting of electricity and heating costs while they are waiting for calls. Chief Cuchna mentioned F-M Ambulance may offer training in exchange for the cost of utilities. Affield confirmed she forwarded the modified agreement from Mr. Norman to Chief Cuchna and F-M Ambulance Service. Norman stated the changes made were in regards to insurance, which named the City as an additional insurer and no third-party contracts can be created without the consent of the City. A motion was made by Dave

Owings to approve the Temporary Use Agreement, pending all attorneys agree, seconded by Justin Schreiber. All in favor.  
Motion Carried.

Moved to Item 7.a.

**b. Police Department 2019 Budget** – Police Chief Cline stated he handed out a copy of the preliminary 2019 Police Department Budget. Chief Cline commented on the following items: Wages - Increased 2%; Special Purchases - \$4,000 for radio in the new squad car; Restricted Savings will be used to purchase and equip the new squad car; Office Supplies Increased 5.5%; Uniforms – No Change; Computer Supplies – Decreased 11.7%; Training – No Change; Operating Supplies – Increased 25%; Vehicle Repair – No Change; Motor Fuels – Increased 14.8%. Mayor Johnson questioned what the vehicle repair item for \$4,000 was for. Chief Cline explained this includes glass chip repairs, seat belt repairs, brake repairs, oil changes, etc. and reminded Council some of the ‘new’ vehicles are used. Chief Cline explained the department receives used tires from State Patrol that have optimal wear, the only cost to the City is mounting the tires. Affield mentioned car washes are included in this line item also. Chief Cline continued with Professional Services – No Change; Cell Phones – Increased 20% due to plan modifications; Air Cards – Increased 22.4% because of new squad; Postage – No Change; New World – Increased 4%; Travel Expenses – No Change; Other Equipment – No Change; Police Escrow – No Change, Council will need to decide if an amount will be added. Chief Cline explained the 2018 budget is \$296,473.00 and projected 2019 budget is \$309,184.00, which is a 4.2% increase from last year. Olson asked if there were any major maintenance updates for the Police Department building. Chief Cline stated the light fixtures have been replaced in the garage, A/C is working great, the carpets do need to be cleaned but he will work that into his existing budget. Chief Cline addressed Restricted Savings and Vehicle Escrow Accounts; Escrow is at \$15,000; Restricted Savings is at \$29,557.70; Narcotics Seizure cash of \$2,200.00; Grand Total of \$46,757.70 in Savings. Chief Cline informed Council there are six (6) vehicles at the impound lot that will be available for the car auction. Chief Cline provided a detailed and itemized list indicating how \$45,661.24 will be spent from Restricted Savings and Vehicle Escrow to equip the new squad car. Chief Cline stated he recently received the revenue reports from Affield and the department will be receiving \$5,000.00 from the POST Board for training. Savageau questioned why glass coverage is not on the City’s insurance policy. Owings stated because the vehicles are categorized as commercial. Affield explained it was a chip that was filled not a full windshield. Chief Cline stated a full windshield would be covered. Olson reminded Council and Chief Cline employee raises need to be determined. Chief Cline indicated the Union has a 2-year contract for a yearly 2% wage increase but Council has at times surpassed the required amount. The Union Contract is in place until December 31, 2019.

Moved to item 10.

## **7. Old Business/Unfinished Business**

**a. 418 2<sup>nd</sup> Street Discussion** – Mayor Johnson addressed the draft Resolution created by Norman which refers to the property at 418 2<sup>nd</sup> Street SE. Mayor Johnson discussed the report from Chief Cline concerning the number of vehicles parked on the property and on the street. Olson questioned how Steve Schroeder, City Building Inspector, would like to proceed. Affield stated Schroeder agrees to whichever direction the Council wants to move. Norman stated the Resolution is straight forward with the City’s expectations of the property owners and tells them they are on notice and have 30 days to comply. Norman requested Chief Cline plan to serve the notices in person. Norman stated if the property owners do not comply within 30 days, the City

will then move forward with legal steps to remove the vehicles, make the property safe and complete the water and sewer hookups to the City. The trench will need to be dug up in order to inspect and pressure test the water and sewer hookups. Affield stated Lofgren will not turn on city services until it has been inspected and tested. Olson stated if the property owner is not in compliance with the order, what is the next course of action. Norman indicated a Court Order would need to be put in place to remove vehicles remaining on the property. Discussion among Council and Staff concluded thirty (30) days, from the day the documents are served, is a sufficient amount of time to comply with Resolution 2018-14. The property owners are expected to repair and remove all hazardous and nuisance conditions on the property. Olson would like the Building Inspector to present a list of the permits the property owner(s) have/had and explain what is needed to be obtained if the permits have passed their 180-day allowance. A motion to approve Resolution 2018-14, a Resolution ordering the repair and removal of all hazardous/nuisance conditions at 418 Second Street SE, Glyndon, Minnesota was made by Joe Olson, seconded by Kimberly Savageau. All in favor.  
Motion Carried.

**b. Project Updates – Kris Carlson** – Carlson discussed the memo he distributed indicates the final paperwork on the Watermain Looping Project from Sellin Brothers, Inc. has been received and will proceed with the final closeout paperwork with the PFA. Carlson reported the Southview Addition paperwork for final payment has been reconciled with Sellin Brothers, Inc., they will continue completing work on the ditch and punch list. Carlson indicated the request for a payment to Sellin Brothers, Inc. is on the agenda but is not the final payment, making note the City is retaining \$60,000 to insure all work is completed to satisfaction. Olson inquired which items are to be completed. Carlson stated Sellin is finishing the ditch maintenance, an area around the pond and one item on the pump station. Carlson stated there has been no updates on the corrective plat or word from LJA. Carlson indicated he will contact LJA and reiterate the importance of having the plat signed before there are more lots sold in Southview. Carlson explained he anticipates having the final costs available for the next City Council Meeting then a motion can be made to set a final Assessment Hearing date.

Carlson communicated no updates on the Parke Avenue Project but mentioned there are signatures needed to finalize ownership of property, in which the County will provide closing costs, then the documents can be recorded at the Court House.

No updates on the Charleswood Addition to report.

Carlson relayed Ranz delivered contracts to Affield for the Seal Coat Project stating the additional areas Council requested are within the budget and have been added to the project.

Olson inquired whether Carlson has been in contact with Mr. Sullivan regarding leveling of the dirt pile in Charleswood, in which Olson declared, needs to be completed. Carlson added he agrees this needs to be accomplished in order to complete the LOMA paperwork and is concerned with some rebound of soil where the pile is sitting. Mayor Johnson will contact Sullivan regarding this issue and relay the importance of having this task completed. Olson commented this is a huge safety issue with kids playing on the pile. Chief Cline indicated the snow fence installed last year did not hold up or keep people with ATV's and snowmobiles off. Carlson commented Sullivan should, at the very least, get the pile down to a safe level. Owings asked in order for him to receive the LOMA paperwork he would need to remove the topsoil, level out the dirt pile and replace the topsoil. Carlson confirmed this is correct. Norman will research the City's options to have the pile leveled.

Owings suggested including all properties that are dangerous in the City limits be included in the legal process. Council and Staff discussed moving further into the process of dangerous properties and examine the legal action necessary to resolve the disarray of dilapidated properties and enforce the nuisance ordinance. Chief Cline recommends beginning with a Certified Letter from the City, City citations, County citations then move forward with legal action, if necessary. Council was made aware any legal fees and removal costs would be Special Assessed to the property.

A motion was made to have City Attorney, Ken Norman, move forward with the legal process needed on the property at 202 Eglon Avenue SE, seconded by Dave Owings. More discussion among Council. All in favor.  
Motion Carried.

**c. Glyndon Days – Maintenance Department Schedule & Duties** – Mayor Johnson inquired how the maintenance department has made headway on preparation for the Community Picnic. Cummings stated they are in the process of setting up tables, chairs, and tents for the picnic. Cummings informed Council the Sentence to Serve crew will be available today to put the fence up for the dance around the Community Center parking lot. Tomorrow they will bring the equipment to the park for the picnic since most of the items cannot be brought down until the day of the event. Cummings stated he is ground spraying for mosquito's tomorrow morning at both parks being used for Glyndon Days events. Olson confirmed with Cummings whether he would be working at the Community Picnic, which he is. Cummings stated he would have everything stacked up after the picnic so it is ready to be picked up on Friday morning. Olson highlighted on maintenance coverage for Glyndon Days and would like trash picked up Sunday morning after the dance. The tearing down of the fence will not happen until Monday morning. Olson stated the Council wants maintenance available from 9-5 on Saturday of the Glyndon Days celebration. Cummings confirmed they will be available and can stay longer if needed. Olson stated Council's plan was to have maintenance work 8 hours then Council Members would cover garbage duty. Savageau summarized maintenance will work from 9:00 a.m. to 5:00 p.m. and if willing to work longer, they would appreciate it. Cummings explained maintenance would be in earlier than 9:00 a.m. on Saturday to complete their regular duties before the Glyndon Days activities begin. Owings stated he needs blockades put up at 10:30 a.m. on the side streets, then dropped after the parade. Cummings indicated the Sentence to Serve Crew would be helping on Thursday to put the blockades on street corners for the parade. Olson pointed out they need a person on each end of the parade when getting the parade lined up. Owings asked if they would have 4-wheelers available to assist with this task. Cummings responded they do. Schreiber wants to know how many blockades are available. Cummings confirmed there are enough blockades available for the parade; 14-16 sawhorse style blockades plus 10 more with flashing lights along with orange cones. Schreiber commented 2<sup>nd</sup> Street needs to be blocked off before the parade. Chief Cline will contact the Sheriff's Office to ask for assistance with blocking off the street. Olson wants to discuss coverage on Sunday and does not believe both maintenance workers need to come in for trash clean up. Olson will clarify with Lofgren the teardown from Glyndon Days will take place on Monday. (sidebar discussion concerning the set up for the dance) Schreiber stated the band has requested a 220 cord. Mayor Johnson stated the City will do what they can to assist with that need. Dayley stated Andy Lakes Woodworks does need electricity for his demonstration during the vendor show.

Moved to Item 6.b.

## **8. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Mayor Johnson asked Chief Cline if he has information concerning the speed limit sign on the east end of town. Chief Cline spoke to Captain Chaney with the State Patrol concerning the DOT traffic survey. The number are obscured a little because they put it on the 30-mph sign so it is reading the cars that are still in the sixty-five-mile hour zone. Chaney turned the data over to the local traffic Engineer and they were both in agreement something needs to be done. A recommendation will be to have the 30-mph speed sign moved further east. The information and data will be sent to the State Traffic Engineer who will make the final decision. Mayor Johnson asked about the west end of town. Chief Cline stated nothing was done on the west end of town but suggested a traffic count also be done in that area so the State can look at the data at the same time. Chief Cline confirmed there are six (6) vehicles in the impound lot for the car auction later this year. The department has logged 1997 calls of service for the year, averaging 282 calls of service per month. Officers are scheduled to be at the Community Picnic and the Glyndon Days Dance Saturday evening. Chief Cline stated he will start drafting the citations for the property owners at 418 2<sup>nd</sup> Street SE which will be County Citations and require a court appearance. Owings asked for clarification of the clamp-on flashing speed signs along Highway 10 questioning if they are placed by the State Highway Patrol. Chief Cline informed Council they are and conveyed he will ask to have the speed signs posted on the west end of the City at the end of the month when the summer traffic is lighter.

Olson questioned Chief Cline as to police coverage, when checking ID's, does someone need to be at the door for the duration of the dance. Chief Cline stated, in the best interest of the City, it should be staffed at all times. Chief Cline suggested having a sign made up with the birthdate of people who are 21 years of age. Chief Cline and Officer Boe will be working the dance and Officer Johnson will be patrolling the streets. Chief Cline addressed his concerns for more lighting around the portable toilets.

**b. Bob Cuchna, Fire Chief** – Fire Chief Cuchna scheduled a pre-budget meeting with the Fire Department Committee, Owings and Schreiber, for August 16, 2018 at 4:30 p.m. in the Firehall to prepare the preliminary 2019 Budget for the Regular Council Meeting on September 12, 2018. Chief Cuchna stated there are approximately 20 members on the Fire Department Roster. Chief Cuchna informed Council the main fire truck is in the shop having the pump and exhaust system replaced, estimated repair cost from Swanson's in Detroit Lakes is approximately \$10,000 - \$12,000.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Absent

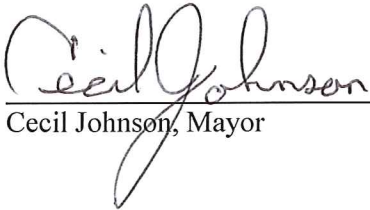
**d. Wendy Affield, City Clerk** – City Clerk Affield stated she is continuing to organized items for Glyndon Days. Owings questioned if maintenance was given direction to mow the ditch between Johnson Park and Southview Addition on 12<sup>th</sup> Street. Olson stated he would look into the issue with maintenance as to why they are mowing this ditch. Owings wondered if the Coulee should or should not be mowed because it appears the property owner did mow it. Olson reported the school is having issues with the weeds in the Coulee by BNSF and believes the County is working on that particular issue. Owings and Savageau reported they are continuing to work on Maintenance Job Descriptions and need to schedule a meeting with one more maintenance employee. Savageau pointed out conversations with the department have been positive and productive and they will be rechecking periodically with them to get a better feel of what needs to be adjusted in the Maintenance Department. Affield indicated the Seal Coat Project should be starting between September 3<sup>rd</sup> – 7<sup>th</sup> and is only supposed to take a short time to complete. Letters will be sent to the residents affected by the project. Schreiber asked about the transformer situation in Stockwood. Affield stated the deadline for Xcel's power reimbursement program in Stockwood for this year is August 19, 2018. Mr. Curfman is in the process of starting

his building and may have the transformer installed in time to receive the reimbursement this year, otherwise, he is aware he will not receive it until the City does in 2019. Mayor Johnson communicated he will be in contact with Mr. Sullivan regarding the issues discussed earlier in the meeting regarding the dirt pile in Charleswood.

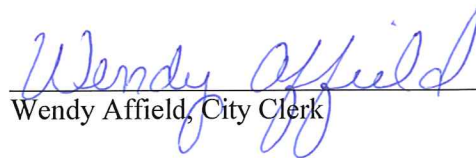
**9. Open Forum**

**10. Miscellaneous Announcements**

**11. Adjournment** - A motion to adjourn at 8:38 a.m. was made by Joe Olson, seconded by Justin Schreiber. All in favor.  
Motion Carried.

  
\_\_\_\_\_  
Cecil Johnson, Mayor

  
\_\_\_\_\_  
Susan Dayley, Administrative Assistant

  
\_\_\_\_\_  
Wendy Affield, City Clerk

August 8, 2018 Glyndon City Council Minutes